

<b>NON-ACADEMIC POSITIONS</b>		<b>Closing Date: June 2026</b>
<b>Position 4: Admin Assistant (Male) (1 position)</b>		
<b>Location : IISM Secondary &amp; IISM A-Levels, Gombak, Kuala Lumpur</b>		
<b>Unit</b>	<b>Status</b>	<b>Expected Report Duty</b>
Maintenance	Full Time	Early June 2026

**Job Description:**

**Part A (School)**

1. Assist the principal in all administrative tasks.
2. Conduct daily and frequent checks on the facilities and infrastructure, including buildings, classrooms, toilets, halls, labs, offices, foyer, etc.
3. Attend to students' requests and needs regarding administration matters.
4. Monitor cleaners to ensure the school premises are kept clean, tidy, and conducive to learning.
5. Maintain tools, equipment, and building operations, such as CCTV, PA System, Projectors, Lighting, etc.
6. Deliver and collect letters as requested by the Principal.
7. Handle all mailing, fax, and stationary matters for the school.
8. Assist the Admission Unit during the opening semester.
9. Prepare reports or document problems and report them to the Principal of International Islamic School and input them into the SPS system.
10. Attend all meetings and discussions organized by the Organization.
11. Perform any additional responsibilities assigned by your organization.
12. Report defects, malfunctions, or breakages to the Facilities and Services Department.
13. Monitor any renovations at the IISM Primary compound.

**Part B (FSD):**

1. Maintenance Request Form: To report any damages and maintenance problems in the online MRF of all facilities and infrastructure of respected school.
2. Facility Maintenance: To oversee the maintenance and repair of the facility's infrastructure, including air-condition systems, electrical systems, plumbing, and building structures. To ensure that all maintenance tasks are completed promptly and correctly.
3. Safety and Compliance: To maintain a safe and compliant facility that adheres to all safety regulations, building codes, and environmental standards.
4. Vendor and Contractor Management: Responsible for monitoring and managing external vendors and contractors for specialized services, such as janitorial services, landscaping, or equipment repair, etc.
5. Inventory Management: They oversee the management of equipment, supplies, and materials required for the facility's operation.

6. Routine Inspections: Regularly inspecting the facility to identify issues, maintenance needs, and safety hazards. To create inspection checklists and report any problems to higher management.

7. Energy Efficiency: Promoting and implementing energy-efficient practices to reduce energy consumption and minimize operational costs.

8. Emergency Response: Preparing and implementing emergency response plans to address unforeseen situations, such as fires, natural disasters, or other emergencies.

9. Record Keeping: Maintaining records of maintenance activities, repairs, and safety inspections. This documentation is essential for compliance and future reference.

10. Continuous Improvement: Identifying areas for improvement in facility management processes and implementing best practices to enhance the facility's efficiency and functionality.

11. Reporting: Providing regular reports and updates to higher management on the status of work in progress, facility operations, maintenance, and budget performance.

#### **Job Requirements:**

1. SPM/STPM/Diploma in Technician or related with maintenance matters.
2. Knowledge in Microsoft Office
3. Self-motivated and able to work in a team
4. Able to understand and carry out verbal / written instructions
5. Good command of English and Bahasa Melayu (both written and spoken)
6. Willing to work under tight deadlines and have basic technical knowledge (electrical, plumbing etc.)